



**HUMAN RESOURCES OFFICE
TECHNICIAN / AGR ADMINISTRATIVE INSTRUCTION
(TAAI)**

Number: 06-31

10 July 2006

**FIVE DAYS EXCUSED ABSENCE FOR TECHNICIANS RETURNING FROM ACTIVE DUTY
IN SUPPORT OF THE GLOBAL WAR ON TERRORISM**

This TAAI supersedes TAAI 03-54, Five Days Excused Absence for Technicians Returning from Active Duty, dated 4 December 2003, in its entirety based on additional guidance from the Office of Personnel Management (OPM) and the National Guard Bureau.

1. On 14 November 2003, President George W. Bush issued a memorandum directing agencies to grant Federal employees returning from military duty in connection with Operation Iraqi Freedom, Operation Enduring Freedom, Operation Noble Eagle, or any other military operation subsequently established under Executive Order 13223, five days of excused absence. The intent of the President's memorandum is to allow five days of paid leave to Federal employees to aid in their readjustment to civilian life. **This absence is only available once during a federal technician's career within an agency, regardless of the number of activations.**

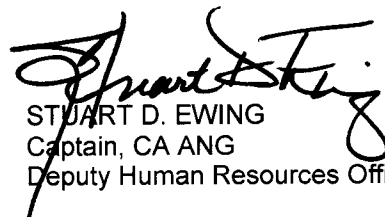
2. Upon receiving notification from a technician of his or her intent to return to technician duty on a specific date, the agency must grant the technician five days of excused absence immediately prior to the actual resumption of technician duties. The commencement of the five days of excused absence represents a return to duty (RTD) and the technician is obligated to work at the end of the five day period. The absence may not be "saved" for use at a later date and must be used consecutively. **A RTD must be processed by the Human Resources Office (HRO) to use the five days of excused absence.**

4. A technician that is activated for military service in connection with Operation Iraqi Freedom, Operation Enduring Freedom, Operation Noble Eagle, or in connection with Executive Order 13223 but was not deployed overseas is also entitled to the one-time five days of excused absence.

5. All periods of time must be appropriately documented on the Time and Attendance Report. The proper code for an excused absence for Time and Attendance purposes is **LV**.

6. The President also recognized the extra efforts of the many Federal civilian and emergency employees who, in the absence of their fellow activated workers, have contributed to the Global War on Terrorism; however, only those who have been activated under qualifying Title 10 orders are authorized the absence.

7. Questions regarding this TAAI may be directed to Capt Ken DeCelle, HRO Employee Relations Specialist at CAGNET 6-3411, DSN 466-3411, (916) 854-3411. or kenneth.decelle@us.army.mil. Additional information regarding the 5 day excused absence can also be found on OPM's website at: <http://www.opm.gov/oca/compmemo/2003/2003-14C.asp>.


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